



AGENDA

Municipal Planning Commission Meeting

5:00 PM - Wednesday, October 12, 2022

Council Chambers

Page

- 1.0 CALL TO ORDER**
- 2.0 ACCEPTANCE OF THE AGENDA**
- 3.0 ADOPTION OF PREVIOUS MINUTES**
 - 3.1. [Municipal Planning Commission - 10 Aug 2022 - Minutes - Pdf](#)
- 4.0 BUSINESS ARISING FROM THE MINUTES**
- 5.0 NEW BUSINESS**
 - 5.1. Development Permit (2022-109) - 2132 20 Street - Melanie Messier, Senior Planner
[Development Permit DP 2022-109 - S. Sawitzky - Pdf](#)
- 6.0 INFORMATION ITEMS**
- 7.0 CLOSED MEETING**
- 8.0 ADJOURNMENT**



MINUTES

Municipal Planning Commission Meeting

5:00 PM - Wednesday, August 10, 2022
Council Chambers

The Municipal Planning Commission of the Town of Coaldale was called to order on Wednesday, August 10, 2022, at 5:00 PM, in the Council Chambers, with the following members present:

PRESENT: Roger Hohm, Chair
Jacen Abrey, Member
Dale Pickering, Member
Jack Van Rijn, Member

EXCUSED: Rene Van de Vendel, Member

STAFF PRESENT: Melanie Messier, Planner

GALLERY: D. Hayes, D. Bilcik, E. Kampert

1.0 CALL TO ORDER

- The meeting was called to order at 5:00 pm.

2.0 ACCEPTANCE OF THE AGENDA

- R. Hohm indicated there was an addition of Item 3.2 for the adoption of the June 14, 2022 regular MPC Minutes.

50-2022

MOTION: D. Pickering moved to adopt the amended agenda with an amendment to Motion 48-2022 to include the member making the motion.

Carried 4-0

3.0 ADOPTION OF PREVIOUS MINUTES

- 3.1 R. Hohm posed the question whether there were any errors or omissions in the July 13, 2022 minutes as presented.

51-2022

MOTION: D. Pickering made a motion to approve the minutes as amended.

Carried 4-0

4.0 BUSINESS ARISING FROM THE MINUTES

- N/A

5.0 NEW BUSINESS

- 5.1 Development Permit (2022-032) - 3118 12 Street - Melanie Messier, Senior Planner

M. Messier presented on Item 5.1 for an application requesting a waiver of maximum accessory building lot coverage and height requirements to allow for a Detached Garage at the property legally described as Lot 10, Block 3, Plan 161 1387 and the civic address 3118 12 Street within the Fieldstone Meadows subdivision.

The Commission approved development permit (2022-032) and a waiver for secondary frontage waiver requirements for the Single Detached Dwelling at the subject property at the April 13, 2022, MPC meeting.

Within the Land Use Bylaw, Schedule 2, Country Residential CR-1, it states the maximum site coverage for accessory buildings is 10% of the total lot area or up to 1200 ft², whichever is the lesser number of the total amount of accessory structures. Furthermore, the Bylaw states the maximum height of accessory buildings shall be 4.57 m (15 ft.). The applicant, is proposing a Detached Garage with a total lot coverage of 125 m² (1352 ft²) and height of 5.4 m (18 ft.). This would result in the following waiver requests:

- 17% waiver of maximum accessory building height requirements;
- 11% waiver of maximum lot coverage requirements.

Should the Commission wish to consider approval of the development permit application (2022-075) to allow for a waiver of accessory structure height and lot coverage requirements, the following conditions are recommended:

1. Must obtain approval of a Building Permit from Superior Safety Codes Inc at (403) 320-0734 prior to commencement.
2. Must contact Alberta 1st Call (1-800-242-3447) and Dig Shaw (1-866-344-7429) to locate any utility lines prior to commencement.
3. Setbacks to conform to the site plan that was attached as part of the Development Permit application and to the current Land Use Bylaw 677-P-04-13, Schedule 2, Country Residential CR-1.
4. A minimum separation distance of 4' shall be provided between a principal building and any accessory building.
5. No waiver of minimum required setback distances will be granted for any portion of the structure.
6. Refuse and or garbage during construction shall be in appropriate containers and shall be properly screened and placed in an approved enclosure until removed for disposal.
7. Ensure lot drainage is maintained during and after construction.
8. The building is not to be further enlarged without the application and approval of the appropriate permits.
9. The building, when completed, shall meet or exceed provincial building requirements and comply with all provincial and municipal health and fire regulations.
10. The exterior finish must be the same or complimentary to the principal building.

- The applicant indicated the rationale for the request for the waiver was to enhance aesthetics to fit the character of the housing development.
- The spoke developer on behalf of the applicant indicating the garage was initially designed to be smaller and enhanced the aesthetic resulting in the increased height.

52-2022

MOTION: J. Van Rijn made the motion to APPROVE (2022-075) with the suggested conditions.

Carried 4-0

5.2 Development Permit (2022-078) - 2011 15 Street - Melanie Messier, Senior Planner

M. Messier presented on an application for a Home Occupation 2, which is proposing an Airbnb (short-term rental) at the property legally described as Lot 15, Block 16, Plan 647 6AA and the civic address 2011 15 Street.

Within the Land Use Bylaw, Schedule 2, Residential R-1A, it states that a Home Occupation 2 is a discretionary use. The applicant is proposing that the business operate with the following considerations:

- Two (2) on site parking spaces will be available for visitors
- Check-in will be at 2:00 pm and check-out at 11:00 am
- No employees will be present on-site

Within Schedule 11: Off-Street Parking and Loading Requirements, it states one (1) additional parking space is required for Home Occupation 2 businesses.

Should the Commission wish to consider a Home Occupation 2 to allow for an Airbnb (short-term rental) at the subject property, the following conditions are recommended:

1. The applicant complies with Land Use Bylaw No. 677-P-04-13, Schedule 7, Home Occupations.
2. Development Permit No. 2022-078 may be revoked at any time if, in the opinion of the Development Authority, the use is or has become detrimental to the amenities of the neighbourhood.
3. A business license must be obtained from the Town of Coaldale.
4. At no time shall there be a surplus of vehicles parked on or in front of the subject property to ensure there will be no traffic or parking problems within the neighbourhood.

5. No offensive noise, vibration, smoke, dust, odours, heat, or glare discernible beyond the property lines shall be produced by the use.
 - D. Pickering posed the question regarding who would be maintaining the space when no guests are staying at the home.
 - M. Messier indicated that typically the applicant will maintain the home.
 - The applicant indicated they would be doing the cleaning themselves.
 - J. Van Rijn posed a question to applicant regarding the difference between Airbnb and Bed and Breakfast.
 - The applicant responded they would not be onsite and the space would act as their home for the length of their stay.

53-2022

MOTION: J. Abrey made a motion to APPROVE (2022-078) on a temporary permit business and should the applicant apply to the MPC in the future with no additional application fees.

Carried 4-0

5.3 Subdivision 2022-001 - RDFM Holdings - Melanie Messier, Senior Planner

M. Messier presented on a subdivision application referenced as SUB 2022-001, where the application is proposing to subdivide the 1.30 ha (18.41 ac) subject parcel, legally described as Lot N/A, Block 1, Plan 7642FW into two lots.

The applicant, being the Town of Coaldale, proposes to subdivide the parcel into two lots with one being 1.30 ha (3.20 ac) and the second being 6.16 ha (15.21 ac) for the purposes of expanding the Malloy Drainage Pond in the southernmost portion of the Town.

The application is generally consistent with the Town of Coaldale's Municipal Development Plan (Town Plan), Infrastructure Master Plan (IMP) and the Malloy Master Drainage Plan (2010).

It is worth noting that the subdivision is being initiated by the Town of Coaldale to acquire a portion of the subject parcel for the development of additional stormwater management facilities to fulfill the objectives of the Malloy Master Drainage Plan, including:

- Continuing to grow and develop responsibly and sustainably,
- Participating in the implementation of a Malloy Stormwater Management Plan, and
- Complying with all rules and regulations legislated under the Environmental Protection and Enhancement Act and Water Act.

The current zoning of the 1.30 ha (18.41 ac) area of land is Urban Reserve (UR). However, a land use redesignation application will be processed before the completion of this subdivision with the proposed land use district for the 6.16 ha (15.21 ac) area being rezoned to either Institutional/Recreational – I/R or Utility – U.

The application is generally compliant with the Town's current Land Use Bylaw. As such, the Municipal Planning Commission may consider approval of the subdivision subject to the following suggested conditions:

1. Any outstanding property taxes shall be paid to the Town of Coaldale.
2. The applicant/owner or both enter into a Development Agreement with the Town of Coaldale to
 1. address any municipal servicing requirements.
 2. Any easement(s) as required by utility companies and/or the municipality shall be established
 3. prior to the finalization of the subdivision.
 4. That any conditions of Alberta Transportation shall be met prior to finalization.
 5. That any conditions of Alberta Environment shall be met prior to finalization.
 6. Consideration of adjacent landowner and referral agency comments.

Municipal Reserve:

In accordance with the provisions of Sec. 666, 677 and 669 of the Municipal Government Act, a deferred reserve caveat for the

Municipal Reserve that remains owing will be registered on the title of the 1.30 ha (3.20 ac) subject property.

- A resident in the gallery posed a question regarding the timeline of development for the storm pond.
- M. Messier indicated a number of factors are involved in the expected timeline for the stormwater pond.
- J. Van Rijn provided clarification on the intent of the pond to act as a catch basin for the southern portion of Town.
- A resident in the gallery posed a question as to whether the pond will negatively impact their lands.
- R. Hohm indicated that the pond was to mitigate the effects of stormwater.

54-2022

MOTION: D. Pickering made a motion to APPROVE (SUB 2022-001) with the suggested conditions.

Carried 4-0

6.0 INFORMATION ITEMS

7.0 CLOSED MEETING

- Closed session began at 5:20 pm.

8.0 ADJOURNMENT

55-2022

MOTION: D. Pickering made a motion to adjourn at 5:30 pm.

Chair – R. Hohm

Recording Secretary – M. Messier

AGENDA ITEM REPORT



Title: Development Permit (2022-109) - 2132 20 Street - Melanie Messier, Senior Planner
Report Type: Request for Decision
Report Author: Melanie Messier
Meeting: Municipal Planning Commission - 12 Oct 2022
Department: Planning
Reviewed by Supervisor/Peer: Cameron Mills

TOPICS:

COMMITTEES & BOARDS:

Municipal Planning Commission

OBJECTIVE:

The following report presents the Municipal Planning Commission with an application proposing a Home Occupation 2 to operate a Barbershop at the property legally described as Lot 11, Block 9, Plan 5703HJ, with the civic address 2132 20 Street.

PREVIOUS COUNCIL DIRECTION:

First time this matter has appeared before the Commission.

ANALYSIS:

Within the current Land Use Bylaw 677-P-04-13, Schedule 2, Residential R-1A, a "Home Occupation 2" is considered a discretionary use and, for that reason, requires the Commission's review.

The applicant is proposing that the business operates with the following considerations:

- More than five (5) clients may frequent the business per business day
- Two (2) on-site parking stalls will be available to clients
- Hours of operation will be:
 - Tuesday - Saturday: 8:30 am - 6:00 pm
- One (1) employee will be present on-site.

KEY CONSIDERATIONS:

Should the Commission wish to consider approval of the development permit (2022-109) to allow for a Home Occupation 2, the following conditions are recommended:

1. The applicant complies with Land Use Bylaw No. 677-P-04-13, Schedule 7, Home Occupations.

2. Development Permit No. 2022-109 may be revoked at any time if, in the opinion of the Development Authority, the use is or has become detrimental to the amenities of the neighbourhood.
3. Hours of operation will be 8:30 am - 6:00 pm from Tuesday to Saturday.
4. A business license must be obtained from the Town of Coaldale.
5. At no time shall there be a surplus of vehicles parked on or in front of the subject property to ensure there will be no traffic or parking problems within the neighbourhood.
6. No offensive noise, vibration, smoke, dust, odours, heat or glare discernible beyond the property lines shall be produced by the use.

FINANCIAL IMPACT:

N/A

STAKEHOLDER ENGAGEMENT:

Advertisement(s)

As per the Municipal Government Act (MGA) and the Town's Land Use Bylaw (LUB), notification of the application was circulated to neighbouring property owners within a 60-metre distance of the property owners within a 60-metre distance of the property 12 days before the scheduled meeting.

At the time of this report, no responses to the circulation were received.

DECISION OPTIONS:

The Commission may wish to consider the following options:

1. THAT the MPC approves development permit (2022-109) with the suggested conditions.
2. THAT the MPC tables development permit (2022-109) pending the receipt of additional information.
3. THAT the MPC refuses development permit (2022-109) with reasons.

RECOMMENDATION:

N/A

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Public Safety



2. Recreation



3. Service Excellence



4. Community Growth & Economic Prosperity



5. Relationships



6. Community Experience

ATTACHMENTS:

[DP 2022-109 - Notice to Neighbouring Landowners - Home Occupation 2](#)



September 29, 2022

TO: NEIGHBOURING PROPERTY OWNERS
RE: DEVELOPMENT APPLICATION 2022-109
APPLICANT: SHANNON SAWITZKY
ADDRESS: 2132 20 STREET, COALDALE, ALBERTA
PLAN 5703HJ; BLOCK 9; LOT 11
ZONING: RESIDENTIAL R-1A

Dear Sir/Madam,

We are in receipt of Development Application #2022-109 to review an application for a “Home Occupation 2” to allow for a “Barber Shop” at the above-mentioned property.

Within the Land Use Bylaw, Schedule 2, Residential R-1A, it states that a “Home Occupation 2” is a discretionary use.

The applicant is proposing that the business operate with the following considerations:

- One (3) on-site parking space will be available for visitors
- One to five (1-5) visitors can be expected per day
- The hours and days of operation will be from 8:30am-5pm (Tuesday-Friday) and 9am-3pm (Saturday)

For this reason, the application requires the review of the Municipal Planning Commission (MPC).

- This application will be heard by the Municipal Planning Commission at the **October 12, 2022** meeting, which will be held in person at the *Town Office Council Chambers located at 1920 17th Street, Coaldale AB, T1M 1M1* at **5:00 pm**.
- **For individuals wishing to attend, please contact the undersigned at your earliest convenience and you will be included in the confirmed list of delegations.**

The full agenda will be posted on our website by Thursday, October 6, 2022 at the following link, <http://www.coaldale.ca/mpc-meeting-agendas/>. However, if you wish to view the details of this application prior to that date please contact the Town by email or phone at cameron.mills@coaldale.ca or 403 345-1313 and a copy of the application can be sent to you digitally.

Any comments you wish to make concerning the application can be made in writing or by email to the Town of Coaldale up to and including the date of the meeting, it is appreciated if they can be forwarded by 4:00pm on **Wednesday, October 12, 2022** or verbally at the meeting. Comments for the application

can be dropped off in person at the Town Office, faxed to 403-345-1311 or emailed to cameron.mills@coaldale.ca. **Please note that all submissions will be made public.**

Sincerely,

Cameron Mills

Cameron Mills,
Director of Growth and Investment

cc. Applicant

